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TRAFFIC MANAGEMENT OFFICE (TMO)

1. Objective. This Air National Guard Manpower Standard (ANGMS) is published as prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10. This ANGMS quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload.

2. Authority. The AFI 24-series, formerly designated as Air Force Regulation series 71-Packaging and Materials Handling, 75-Transportation and Traffic Management, and 76-Military Airlift contain Air Force and Air National Guard (ANG) policy and procedural guidance for the TMO work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.

3. Applicability. This standard applies to all Air National Guard flying units operating a TMO function excluding the Combat Readiness Training Centers. This standard only applies to peacetime operations.

4. Standard Data:

- a. Classification. Type II.
- b. Approval Date. 28 March 1994.
- c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
- d. Standard Man-Hour Equation. $Y = 197.6 + 0.7586X_1 + 0.9777X_2$.
- e. Workload Factors (WLFs):
 - (1) Title:
 - (a) X_1 . An Outbound Shipment Document Received and Processed.
 - (b) X_2 . A Passenger Reservation Received and Processed.
 - (2) Definition:
 - (a) X_1 . The average monthly number of shipments received and processed. Count only DD Form 1348-1, DoD Single Line Item Release/Receipt Document, and DD Form 1149, Requisition and Invoice/Shipping Document.
 - (b) X_2 . The average monthly number of passengers traveling via airline (Military Transportation (MTA), Government Transportation Register (GTR)), Tele-Ticket Listing, rental car, bus, and rail files.
 - (3) Source:
 - (a) X_1 . Using the Shipping Planning Worksheet File maintained by TMO, retrieve the most current data for DD Form 1348-1 and DD Form 1149 received and processed.
 - (b) X_2 . Using the MTA, GTR, Tele-Ticket Listing, rental car, bus, and rail files, retrieve the most current data for passenger reservations received and processed.

5. Application Instructions:

- a. The valid man-hour range for this ANGMS is 331.29 through 1002.51. Should the extrapolation limits be exceeded, see AFI 38-201, May 94, for guidance.
- b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.
- c. Determine the manpower requirements for this work center by collecting at least 12 months of current workload data for workload factors X_1 and X_2 . Compute the monthly average and substitute that number for X_1 and X_2 in the man-hour equation in paragraph 4d.

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d. Divide the resulting man-hours by the current civilian man-hour availability factor to produce fractional manpower requirements. Use the fractional manpower table provided by ANGRC/XPME to determine requirements.

e. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force specialties.

6. Statement of Conditions:

a. The general conditions listed below did not impact the development or application of this manpower standard:

- (1) Minimum Response Rates.
- (2) Minimum Manpower Levels.
- (3) Crew Complements.
- (4) Safety Considerations.
- (5) Aircraft Turnaround Times.
- (6) Length of Waiting Periods.
- (7) Levels of Backlog.
- (8) Hours of Operation.

b. Functional Account Code 422000 consists of Traffic Management and Packing and Crating.

c. This ANGMS does not address the 192 FG, Sandston VA, support provided to the Defense Supply Agency, Richmond, VA.

d. Logistics Air (LOGAIR) mission was deleted from Air National Guard Units April 1993. Units that possessed LOGAIR capability will have a substantial increase in workload counts.

e. Geographically Separated Units' travel did not meet the threshold criteria of AFPAM 38-208, formerly AFR 25-5, Chapter 19.

f. Household Goods Movement/Do-It-Yourself (DITY) Moves did not meet the threshold criteria of AFPAM 38-208, formerly AFR 25-5, Chapter 19.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Traffic Management Office (TMO)

DIRECT:

1. TRAFFIC MANAGEMENT OPERATIONS:

1.1. MONITORS COST:

1.1.1. MANAGES OBLIGATION AUTHORITY.

1.1.2. CERTIFIES COMMERCIAL BILL FOR PAYMENT.

1.1.3. DEVELOPS TMO PORTION OF TRANSPORTATION MANAGEMENT OFFICE BUDGET.

1.2. PROVIDES TRAVEL COST GUIDANCE TO OTHER ORGANIZATION.

1.3. ADVISES AND COORDINATES WITH DIRECTOR OF LOGISTICS (DL). Identifies and resolves administrative or operational problem and provides DL with sufficient data to determine capability to meet mission requirement.

1.4. ADVISES AND BRIEFS COMMANDER ON REGULATORY AND POLICY CHANGE.

1.5. DEVELOPS AND COORDINATES DEPLOYMENT PLAN WITH OTHER ORGANIZATION OR PERSONNEL. Develops and coordinates deployment plan for movement of equipment and personnel.

1.6. MAINTAINS LIAISON WITH MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC) AND US TRANSPORTATION COMMAND. Coordinates on special project, exceptional budgetary request, and unusual movement. Stays abreast of policy change and new regulatory requirement.

1.7. COORDINATES WITH COMMERCIAL CARRIER, AIRLINE, OR RENTAL CAR AGENCY. Advises on regulatory requirement, policy change, and tariff.

1.8. MANAGES ASTRAY FREIGHT PROGRAM:

1.8.1. MAKES QUARTERLY VISIT TO CARRIER. Inspects carrier warehouse to locate, identify, and route lost government freight. Includes travel to and from carrier warehouse.

1.8.2. PROVIDES ASSISTANCE TO CARRIER. Provides carrier with information for disposition of astray freight.

1.8.3. ATTENDS REGIONAL ASTRAY COMMITTEE MEETING. Includes travel to and from Regional Astray Committee Meeting.

1.8.4. PREPARES AND SUBMITS ASTRAY FREIGHT REPORT TO CHAIRMAN.

1.9. MANAGES 463L PALLET AND NET PROGRAM:

1.9.1. MONITORS 463L PALLET AND NET PROGRAM. Develops, administers, inspects, and monitors local program for pallet and net maintenance.

1.9.2. PREPARES AND SUBMITS QUARTERLY PALLET AND NET REPORT.

1.10. MANAGES REUSABLE CONTAINER PROGRAM:

1.10.1. ADMINISTERS REUSABLE CONTAINER PROGRAM. Develops, administers, and monitors local program for reusable container.

1.10.2. ATTENDS REUSABLE CONTAINER COMMITTEE MEETING. Prepares for and attends reusable container meeting. Submits report to committee chairman.

1.10.3. OBTAINS SPECIAL PACKING INSTRUCTIONS (SPI) RECONCILIATION/REVALIDATION (SO2) REPORT. Obtains SPI Reconciliation/Revalidation report from Supply and performs inventory on blueprint for the containers.

1.11. MAINTAINS LIBRARY:

1.11.1. PROCURES AND POSTS CHANGE TO COMMERCIAL AND MILITARY PUBLICATION.

1.11.2. PROCURES FORM FROM COMMERCIAL VENDOR. Procures hazardous material labels, hazardous material placards, and shipping forms from commercial vendor.

1.12. MAINTAINS INVENTORY. Establishes stock of forms, packing materials, i.e., stock of FAST-PACK containers, lumber, multi-wall containers, packing materials, tape, and marking materials; reorders as required.

2. OUTBOUND FREIGHT:

2.1. PERFORMS PACKING AND CRATING:

2.1.1. RECEIVES MATERIAL AND DOCUMENT. Receives material and document (DD Form 1348-1, DoD Single Line Item Release/Receipt Document, or DD Form 1149, Requisition and Invoice/Shipping Document) from warehouse or using activity; annotates appropriate copy of document with time, date, and signature; and checks label and tag to ensure proper item identification and quantity.

2.1.2. ACCESSES APPROPRIATE DEFENSE DATA NETWORK TO OBTAIN APPLICABLE SHIPPING INFORMATION.

2.1.3. MOVES SHIPMENT TO PACKING AREA FOR PACKAGING:

2.1.3.1. MOVES SHIPMENT MANUALLY.

2.1.3.2. MOVES SHIPMENT MECHANICALLY.

2.1.4. PREPARES SHIPPING CONTAINER:

2.1.4.1. VERIFIES AND DETERMINES CONTAINER REQUIREMENT, SPI/GENERAL.

2.1.4.2. VERIFIES GENERAL PACKING INSTRUCTIONS:

2.1.4.2.1. DETERMINES PACKING REQUIREMENT.

2.1.4.2.2. DEVELOPS PLAN TO CONSTRUCT WOOD/SPECIAL CONTAINER.

2.1.4.2.3. CONSTRUCTS CONTAINER.

2.1.4.3. VERIFIES SPI:

2.1.4.3.1. RESEARCHES SPI FILE. Researches SPI file to determine container specifications.

2.1.4.3.2. INSPECTS CONTAINER. Ensures container meets SPI specifications.

2.1.4.3.3. REPAIRS CONTAINER.

2.1.4.3.4. CONSTRUCTS CONTAINER.

2.1.4.4. REVIEWS ITEM FOR ELECTROSTATIC SENSITIVE DISCHARGE (ESD):

2.1.4.4.1. DETERMINES ESD ITEM.

2.1.4.4.2. RESEARCHES, PREPARES, AND PACKS ESD ITEM.

2.1.5. PROCESSES FREIGHT:

2.1.5.1. PACKS GENERAL CARGO. Inserts the item in the container and packs using various packing and cushioning materials. Seals, weighs manually/mechanically, marks and labels freight. Completes shipping documentation, moves shipment manually/mechanically to temporary storage area, and submits to carrier.

2.1.5.2. PACKS HAZARDOUS CARGO. Extracts information from the Code of Federal Regulation (CFR) 49. Inspects, classifies, describes, packages, marks, and labels cargo in accordance with (IAW) applicable hazardous material directive and stencils. Completes United Postal Service special instructions, seals, and weighs package. Completes shipping document, moves shipment to temporary storage area, and submits to carrier.

2.1.5.3. PACKS SENSITIVE CARGO. Inspects, marks, labels, and protects classified and protective cargo IAW applicable directive. Applies special tape, completes certified receipt, affixes certified receipt and postal sticker to package, and submits to carrier.

2.2. ACCOMPLISHES SHIPMENT PLANNING:

2.2.1. PLANS AND CONSOLIDATES FREIGHT SHIPMENT. Checks and researches all types of cargo being shipped, determines the best method of transporting the shipment, and determines type and quantity of material needed for shipment preparation. Reviews shipping document, determines which items are to be consolidated, combines shipment items into single container, and selects shipping mode.

2.2.2. MONITORS NON-MISSION CAPABLE SYSTEM (NMCS) SHIPMENT:

2.2.2.1. COORDINATES NOTIFICATION AND STATUS OF HIGH PRIORITY SHIPMENT WITH BASE ACTIVITY AND MAJOR AIR COMMAND.

2.2.2.2. MONITORS PRIORITY AND LOCATION. Monitors NMCS shipment with carrier using commercial transportation and Defense Transportation via Air Force Logistics Information File Computer System. Advises consignee on transportation status.

2.3. PROCESSES OUTBOUND SHIPMENT:

2.3.1. PROCESSES OUTBOUND SHIPPING DOCUMENTATION.

2.3.2. ROUTES SHIPMENT:

2.3.2.1. ROUTES GENERAL COMMODITY SHIPMENT.

2.3.2.2. PREPARES, RESEARCHES, AND SUBMITS DD FORM 1085, DOMESTIC FREIGHT ROUTING REQUEST AND ORDER TO MTMC.

2.3.3. PREPARES, PROCESSES, AND TRANSMITS AN ADVANCE COPY OF DD FORM 1384, TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT.

2.3.4. PREPARES, RESEARCHES, PROCESSES, AND DISTRIBUTES GOVERNMENT BILL OF LADING (GBL).

2.3.5. PREPARES, PROCESSES, AND DISTRIBUTES GOVERNMENT VEHICLE MANIFEST.

2.3.6. PREPARES, PROCESSES, AND DISTRIBUTES COMMERCIAL BILL OF LADING (CBL).

2.3.7. PREPARES, RESEARCHES, AND SUBMITS SF FORM 1907/AF FORM 127, SIGNATURE TALLY RECORD.

2.3.8. PREPARES, RESEARCHES, AND SUBMITS DD FORM 836.

2.3.9. PREPARES, RESEARCHES, AND SUBMITS DD FORM 173-1, REPSHIP.

2.3.10. PROVIDES CARRIER WITH MATERIAL SAFETY DATA SHEET AND EMERGENCY RESPONSE GUIDE.

2.3.11. CERTIFIES LOST GBL COPY.

2.3.12. MAINTAINS LOG, REGISTER, OR RECORD. Maintains CBL/GBL Register to account for all outbound shipments. Maintains obligation authority record and Second Destination Transportation Fund Control File to track funding disbursements.

2.3.12.1. MAINTAINS CBL/GBL REGISTER (OUTBOUND).

2.3.12.2. MAINTAINS OBLIGATION AUTHORITY RECORD.

2.3.12.3. MAINTAINS PARCEL POST SHIPMENT RECORD.

2.3.12.4. MAINTAINS TRANSPORTATION CONTROL NUMBER LOG (NON-MILSTRIP).

2.3.12.5. VERIFIES, PREPARES, AND MAINTAINS SF FORM 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, FOR SMALL PARCEL SHIPMENT.

2.3.13. MAINTAINS SHIPMENT FILE. Maintains source files (GBL, Shipment Planning Worksheet, CBL, DD Form 1085, and DD Form 1348-1) for documentation and reference.

2.3.13.1. MAINTAINS GBL FILE.

2.3.13.2. MAINTAINS SHIPMENT PLANNING WORKSHEET FILE.

2.3.13.3. MAINTAINS CBL FILE.

2.3.13.4. MAINTAINS DD FORM 1085 FILE.

2.3.14. INSPECTS AND DOCUMENTS CARRIER'S EQUIPMENT. Prepares DD Form 626, Motor Vehicle Inspection, and conducts inspection of military/commercial vehicle or railcar.

2.3.15. ACCOMPLISHES TRACER ACTION:

2.3.15.1. RECEIVES AND REVIEWS TRACER REQUEST ACTION. Receives and reviews tracer request (telephonic or written) to determine if tracer action is necessary.

2.3.15.1.1. RECEIVES AND REVIEWS TELEPHONE REQUEST.

2.3.15.1.2. RECEIVES AND REVIEWS WRITTEN REQUEST.

2.3.15.2. INITIATES TRACER ACTION:

2.3.15.2.1. RESEARCHES RECORD.

2.3.15.2.2. SEARCHES PACKING AND CRATING AREA.

2.3.15.3. PROVIDES DISPOSITION TO REQUESTING AGENCY.

2.3.16. OBTAINS SPECIAL HANDLING PERMIT.

2.3.17. PREPARES VEHICLE ROUTING FOR MILITARY CONVOY/SINGLE VEHICLE.

2.3.18. ARRANGES FOR CARRIER PICKUP. Arranges to have cargo picked up on a special date.

2.3.19. MOVES SHIPMENT TO LOADING ZONE AND LOADS FREIGHT:

2.3.19.1. HANDLES FREIGHT MANUALLY.

2.3.19.2. HANDLES FREIGHT USING MECHANIZED PROCEDURE.

2.3.20. DELIVERS FREIGHT TO CARRIER'S FACILITY. Delivers parcel to post office, airline, or bus line.

2.3.21. BLOCKS AND BRACES FREIGHT. Blocks, braces, and secures freight on flatbed, truck, trailer, railroad car, closed van, or aircraft. (Includes travel time to and from the surface vehicle to be blocked and braced).

3. INBOUND SHIPPING DOCUMENTATION:

3.1. RECEIVES FREIGHT, CHECKS IN, AND SIGNS FOR FREIGHT.

3.2. PROCESSES ADVANCE MOVEMENT DOCUMENTATION:

3.2.1. RECEIVES AND REVIEWS ADVANCE SHIPPING DOCUMENT.

3.2.2. AUDITS SUSPENSE FILE.

3.3. PROCESSES DOCUMENT ON COMPLETED INBOUND SHIPMENT. Receives and matches documentation. Checks shipment tally sheet and delivery receipt. Checks shipping document and files copy of shipping document.

3.4. PREPARES AND FORWARDS DD FORM 1371, CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT.

3.5. PREPARES AND FORWARDS SF FORM 1200, GOVERNMENT BILL OF LADING CORRECTION NOTICE.

3.6. ANNOTATES DD FORM 1907, SIGNATURE AND TALLY RECORD.

3.7. REPLIES TO REPSHIP.

3.8. PREPARES DD FORM 626, MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIAL) AND CONDUCTS INSPECTION.

3.9. ESCORTS EXPLOSIVE SHIPMENT UNTIL OFF-LOADED.

3.10. ACCOMPLISHES TRACER ACTION:

3.10.1. RECEIVES AND REVIEWS TRACER ACTION REQUEST. Receives and reviews tracer request (telephonic or written) to determine if tracer action is necessary.

3.10.1.1. RECEIVES AND REVIEWS TELEPHONE REQUEST.

3.10.1.2. RECEIVES AND REVIEWS WRITTEN REQUEST.

3.10.2. INITIATES TRACER ACTION:

3.10.2.1. RESEARCHES RECORD.

3.10.2.2. PROVIDES STATUS TO REQUESTING AGENCY.

3.11. PREPARES AND SUBMITS TRANSPORTATION DISCREPANCY REPORT:

3.11.1. PROCESSES SF FORM 361, TRANSPORTATION DISCREPANCY REPORT FOR DAMAGE CLAIM.

3.11.2. PROCESSES SF FORM 364, REPORT OF DISCREPANCY.

3.11.3. PROCESSES MILSTAMP TRACER RECONCILIATION PROGRAM.

3.12. MONITORS PROCUREMENT TRAFFIC:

3.12.1. RECEIVES REQUEST. Receives shipping request from vendor/contractor; researches and processes request; and instructs vendor on shipping carrier.

3.12.2. CONVERTS CBL TO GBL.

4. PASSENGER COUNSELING:

4.1. RECEIVES AND REVIEWS OFFICIAL ORDER, LETTER, AND/OR MESSAGE.

4.2. COUNSELS AND BRIEFS PASSENGER. Counsels/briefs service member/Department of Defense civilian.

5. TRANSPORTATION REQUEST:

5.1. DETERMINES MODE OF TRANSPORTATION:

5.1.1. CHECKS AVAILABILITY OF MILITARY AIRLIFT.

5.1.2. RESEARCHES TRANSPORTATION PUBLICATION FOR INFORMATION. Researches itinerary, researches modes of travel, and researches cost estimate.

5.1.3. REQUESTS, CONFIRMS, AND/OR CANCELS TRANSPORTATION WITH CARRIER REPRESENTATIVE:

5.1.3.1. MAKES COMMERCIAL TRANSPORTATION RESERVATION, CANCELLATION, OR CHANGE.

5.1.3.2. MAKES GOVERNMENT TRANSPORTATION RESERVATION, CANCELLATION, OR CHANGE.

5.2. PREPARES, PROCESSES, AND FORWARDS DOCUMENT:

5.2.1. PROCESSES SF FORM 1169, US GOVERNMENT TRANSPORTATION REQUEST.

5.2.2. PROCESSES DD FORM 652, UNIFORMED SERVICES MEAL TICKET.

5.2.3. PROCESSES AF FORM 556, USAF TRAVELOPE.

5.2.4. PREPARES, PROCESSES, RECONCILES, AND DISTRIBUTES SF FORM 1113, PUBLIC VOUCHER FOR TRANSPORTATION CHARGE AND SF FORM 1034.

5.2.5. PROCESSES FOREIGN FLAG STATEMENT.

5.2.6. PROCESSES DD FORM 1341, REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE.

5.2.7. PROCESSES DD FORM 730, RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS.

5.2.8. PROCESSES SF FORM 1170, REDEMPTION OF UNUSED TICKETS.

5.2.9. COMPLETES REPORT OF LOST TICKET. Obtains traveler's statement, completes lost ticket report, issues replacement ticket, and processes cost charge voucher.

5.2.10. PROCESSES DD FORM 1482, MILITARY TRANSPORTATION AUTHORIZATION.

5.2.11. PREPARES TELE-TICKET LISTING.

5.3. CONTROLS ACCOUNTABLE FORM BY MAINTAINING AF FORM 1332, GOVERNMENT TRANSPORTATION REQUEST, MEAL TICKET REGISTER, AND MTA REGISTER.

5.4. IDENTIFIES, REQUESTS, PROCURES, AND COORDINATES BUS SERVICE.

5.5. PROVIDES TRAVEL INFORMATION. Researches and provides information for interested office or service member/DoD civilian.

6. SPECIAL CONVEYANCE. Obtains rental car reservation, confirmation, and provides cost comparison for alternative passenger movement worldwide.

7. TRAINING:

7.1. DEVELOPS AND UPDATES TRAINING MATERIAL. Researches, drafts, reviews, and updates or develops new training outline, lesson plan, and test. Develops chart, mockup, demonstrator, or other training aid.

7.2. CONDUCTS TRAINING. Conducts lecture, demonstration, and group discussion at home base and geographically separated units.

7.2.1. CONDUCTS HAZARDOUS MATERIAL TRAINING FOR AIRLIFT/MOBILITY.

7.2.2. CONDUCTS HAZARDOUS 126/181 DRIVERS TRAINING.

7.2.3. CONDUCTS PALLET BUILD-UP TRAINING.

7.2.4. CONDUCTS CARGO PREPARATION TRAINING.

7.2.5. CONDUCTS PALLET/NET CUSTODIAN TRAINING.

7.2.6. CONDUCTS REUSABLE CONTAINER MONITOR TRAINING.

7.2.7. CONDUCTS FLIGHT-LINE TRAINING. Conducts training on the operation of material handling equipment on the flight line in relationship to airlift loading/unloading operations.

8. UNIT TRAINING ASSEMBLY (UTA)/DEPLOYMENT:

8.1. PREPARES FOR UTA.

8.2. PREPARES FOR DEPLOYMENT.

9. TEMPORARY DUTY TRAVEL:

9.1. ATTENDS MILITARY TRAFFIC MANAGEMENT CONFERENCE (MTMC).

9.2. ATTENDS MTMC REGIONAL WORKSHOP.

9.3. ATTENDS HAZARDOUS MATERIAL TRAINING.

9.4. ATTENDS TRAFFIC MANAGEMENT ADVISORY COUNSEL COURSE.

9.5. PERFORMS PREINSPECTION VISIT.

10. SPECIAL MEETING:

10.1. ATTENDS WAR READINESS MEETING.

10.2. ATTENDS STATUS OF RESOURCES AND TRAINING SYSTEMS MEETING.

10.3. ATTENDS CARRIER REPRESENTATIVE MEETING.

10.4. ATTENDS ENVIRONMENTAL PROTECTION AGENCY MEETING.

11. HOUSEHOLD GOOD MOVEMENT:

11.1. PERFORMS HOUSEHOLD GOOD MOVEMENT:

11.1.1. RECEIVES AND REVIEWS TRAVEL ORDER.

11.1.2. PREPARES, PROCESSES, AND SUBMITS DD FORM 1299, APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY.

11.1.3. PREPARES, PROCESSES, AND SUBMITS DD FORM 1701, INVENTORY OF HOUSEHOLD GOODS.

11.1.4. CONDUCTS COUNSELING. Conducts counseling to military member and/or dependent on entitlement.

11.1.5. PREPARES, PROCESSES, AND SUBMITS DD FORM 1797, PERSONAL PROPERTY COUNSELING CHECKLIST.

11.1.6. DEVELOPS WORKSHEET/ARRANGES APPOINTMENT.

11.1.7. INVENTORIES HOUSEHOLD GOOD SHIPMENT.

11.2. MANAGES DO-IT-YOURSELF (DITY) MOVE:

11.2.1. RECEIVES AND REVIEWS TRAVEL ORDER.

11.2.2. CONDUCTS COUNSELING.

11.2.3. COORDINATES AND CERTIFIES PRE-WEIGHING (BEFORE LOADING).

11.2.4. COORDINATES AND CERTIFIES POST-WEIGHING (AFTER LOADING).

11.2.5. PREPARES CERTIFICATION LETTER.

11.2.6. PREPARES, PROCESSES, AND SUBMITS DD FORM 2278, APPLICATION FOR DO-IT-YOURSELF MOVE COUNSELING CHECKLIST, TO AFTO. Prepares, processes, and submits to military member/dependent entitlement cost.

11.2.7. PREPARES, PROCESSES, AND SUBMITS DD FORM 1351, TRAVEL VOUCHER (DITY INCENTIVE PAYMENT).

11.2.8. DEVELOPS WORKSHEET/ARRANGES APPOINTMENT.

11.2.9. DETERMINES MILEAGE/DISTANCE.

11.2.10. COMPUTES CONSTRUCTIVE COST.

11.3. COORDINATES WITH OTHER MILITARY SERVICE.

11.4. PERFORMS HOUSEHOLD GOOD/DITY FOLLOW-UP.

11.5. MONITORS INBOUND PCS SHIPMENT.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for Standard Indirect Description.

II.1.1. HIRES CIVILIAN (TITLE 5 & TITLE 32) EMPLOYEE. Develops civilian position description, develops promotion evaluation program, submits request for civilian hire, reviews personnel data, interviews applicant, analyzes applicant interview evaluation/rating and finalizes selection.

II.1.2.3. INDOCTRINATES CIVILIAN (TITLE 5 & TITLE 32). Conducts initial interview, makes original job assignment, and acquaints new member with work center.

II.1.3.2.1. PREPARES CIVILIAN (TITLE 5 & TITLE 32) PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE PLAN. Analyzes position, position description, and work center goals, drafts performance plan, subtask, and standard; discusses proposed performance plan with employee; finalizes performance plan.

II.1.3.2.2. PREPARES CIVILIAN (TITLE 5 & TITLE 32) PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE RATING. Researches employee performance, completes performance rating, discusses performance rating with employee.

II.1.3.4. INDORSES CIVILIAN (TITLE 5 & TITLE 32) APPRAISAL. Reviews civilian performance and promotion appraisal, reviews rebuttal letter, refers to quality review board, and finalizes indorsement.

II.1.5.2. PREPARES CIVILIAN AWARD NOMINATION (TITLE 5). Researches data, drafts recommendation, and finalizes recommendation.

II.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

II.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, AND OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

II.2.2.2. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

II.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinates' work.

II.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

II.2.3.3.1. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual or work center activity.

II.2.3.3.2. INFORMS INDIVIDUAL. Informs individual on changes affecting the individual.

II.2.3.4. PREPARES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

II.2.4.3. COUNSELS CIVILIAN (TITLE 5 & TITLE 32). Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

I1.2.5. MAINTAINS TIME AND ATTENDANCE FORM. Annotates form, completes form, reviews for accuracy, obtains required signature, and forwards from the civilian pay.

I1.3. REVIEWS AND PROCESSES INCOMING DISTRIBUTION. Reviews and processes incoming correspondence for information and necessary action and marks for routing.

I1.4. REVIEWS AND PROCESSES OUTGOING DISTRIBUTION. Reviews and processes outgoing correspondence for completeness and accuracy and signs.

I1.6. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, and assists in investigation.

I1.10. PREPARES SUGGESTION. Researches information, prepares suggestion, and submits to unit suggestion monitor or base suggestion manager.

I2.1.4. TYPES CIVILIAN POSITION DESCRIPTION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

I2.1.5. TYPES CIVILIAN APPRAISAL. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

I2.1.7.3. TYPES CIVILIAN (TITLE 5 & TITLE 32) AWARD. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.

I2.3.1. ESTABLISHES NEW FILE. Researches new regulation, amends file plan, prepares file control label, and prepares new file folder.

I2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

I2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

I2.3.4. REVIEWS FILES FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

I2.3.5. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and disposes of material outside the work area.

I2.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

I2.6. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

I2.9. OPERATES COPYING MACHINE. Makes copy, annotates log, and collates copy.

I2.11. MAINTAINS BULLETIN BOARD. Posts new information and removes obsolete information.

I2.12. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

I2.14. MAINTAINS OFFICE EQUIPMENT. Cleans equipment, dusts equipment, changes ribbon, belt, or tape, and makes minor adjustment.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

I3.1.2. PREPARES FOR UNIT MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.3. PREPARES FOR TRI-DEPUTY (DIRECTOR OF LOGISTICS (DCL), DIRECTOR OF OPERATIONS (DCO), DIRECTOR OF SUPPORT (DCS)/SUPPORT GROUP MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.5. PREPARES FOR WORK CENTER MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING. Conducts or attends meeting.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING. Conducts or attends meeting.

I4.1.1. DEVELOPS TRAINING PLAN. Determines training requirement, develops training chart, equivalent, develops job qualification standard continuation sheet, and develops or revises training schedule.

I4.1.2. EVALUATES INDIVIDUAL TRAINING REQUIREMENT. Prepares new training record, compares technical school graduation requirement with classification manual, prepares and submits training quality report, compares member's qualification with work center duty requirement, and designates trainer.

I4.1.4. COUNSELS TRAINEE. Conducts initial interview, counsels trainee on training progress, and documents counseling on training record.

I4.2. DEVELOPS TRAINING MATERIAL. Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.

I4.3. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I6.1.1.1. MAINTAINS MACHINERY (NON AIRCRAFT MAINTENANCE FUNCTIONS). Performs periodic inspection and performs preuser inspection.

I6.1.1.2. MAINTAINS TEST EQUIPMENT (NONAIRCRAFT MAINTENANCE FUNCTIONS). Maintains a list of equipment requiring Precision Measurement Equipment Laboratory (PMEL) calibration or testing, turns in or picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code equipment, performs preuser inspection, and performs periodic inspection.

I6.1.1.3. MAINTAINS CONSOLIDATED TOOL KIT (NONAIRCRAFT MAINTENANCE FUNCTIONS). Orders new or replacement tool, conducts periodic inventory, and reports missing tool.

I7.1. PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period and arranges area to conform with any sanitary, safety, or security requirements.

I7.3.2. CLEANS MAINTENANCE OR WAREHOUSE AREA. Dusts, sweeps, mops, buffs, washes window, and performs other associated janitorial tasks.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Traffic Management Office/FA 422000			331.29 - 1002.51								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Traffic Management	602XX	CIV	1	1	1	1	1				
Passenger & Household Goods	602X0	CIV	1	1	1	1	2				
Freight & Packaging	602X1	CIV	1	2	3	4	4				
TOTAL			3	4	5	6	7				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.